

Page Name	Navigation
Add Transactions	Project Costing>Transaction Definitions>Add Transactions

- Enter “ALL” in the **Analysis Group** field in order to search for Analysis Types under the Project Transactions section
- Enter the **Analysis Type**, **Source Amount**, and any other transaction related information
 - **Note:** Entering an Analysis Type of ACT will generate a BIL row. To view Analysis Types that will not generate a BIL row refer to the “Direct Entry into PROJ_RESOURCE” Job Aid

Add Transactions

Project: 000000000000001 Description: Legal Tracking System
 Activity: 000000000000001 Description: Install Activity [Transaction List](#) [Transaction Adjustment](#)

Analysis Group: From Date: Through Date:
 Date Type: Max Rows: No Rows Found

Project Transactions									
*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Date/Time Stamp	
ACT	SUPPL			1.0	EA	1,000.00	USD		<input type="button" value="+"/> <input type="button" value="-"/>

 [Process Monitor](#) [Return to Transaction Definitions](#)

Figure 1. Add Transactions Page

- Click the **Activity Definition** button
- Enter valid chartfield string including; **Account, Fund Code, Department, Program, and Budget Unit**
- Click the **Process Transactions** button
- Choose the **Process Monitor** link

Transaction Detail

Project: 000000000000001 **Description:** Legal Tracking System
Activity: 000000000000001 **Description:** Install Activity

Transactions

Description: [Show All Transaction Details](#) +

***Analysis Type:** **Quantity:** **Unit of Measure:**

Cost Type: **Source Amount:** **Source Currency:**

Detail Activity: **Project Amount:** 1000.00 **Project Currency:** USD

Rate Type: ***GL Business Unit:**

Asset Business Unit: **Profile ID:** **Asset ID:**

From Business Unit GL: **Ledger Group:** **Currency Effective Date:**

Transaction Date: **Accounting Date:** **Rev Distribution Status:**

Transaction Code: **Transaction Type:** **PC Distribution Status:**

GL Distribution Status: **BI Distribution Status:** **Cost Distribution Status:**

General Ledger ChartFields

Source Type	Category	Subcategory	Account	Fund Code	Department	Program Code	Service Location	Budget Unit	Agency Use
SUPPL	<input type="text"/>	<input type="text"/>	520100	1000	736010000	01651	<input type="text"/>	0210	<input type="text"/>

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Figure 2. Transaction Detail Page

- Once the **Run Status/Distribution Status** is **Success/Posted**, the transaction is posted

[Process List](#) [Server List](#)

View Process Request For

User ID: **Type:** **Last:** **Days:**

Server: **Name:** **Instance:** **to**

Run Status: **Distribution Status:** ☒ **Save On Refresh**

Process List [Customize](#) | [Find](#) | [View All](#) |

First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	18199		Application Engine	PC_WRAPPER	FMSADUDLEY	02/11/2010 11:52:36AM CST	Success	Posted	Details

Figure 3. Process Monitor Page